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STATE OF CALIFORNIA | BUSINESS PROGRAMS

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Notice of Change to Certified Copies **Effective July 23, 2010**

To improve our services and reduce expenses, the Business Programs Division (except the Uniform Commercial Code Section) has changed the process for providing certified copies of documents.

What are the changes?

Instead of providing a separate cover sheet indicating that the copy is a true and correct copy of the original document of record with our office, every document certified by the Business Programs Division (except the Uniform Commercial Code Section) will contain a manually placed certification stamp.

The stamp will appear on the back of the final page of the document in the lower right-hand corner. The stamp will contain the date the document was certified, the signature of the Secretary of State, and the California State Seal. Within the area of the stamp will be the handwritten number of pages being certified and the initials of the deputy certifying the document.

As we all adjust to this new process, please take a moment to ensure that the copies you submit for certification are:

- Complete; and
- Printed only on one side.

This change in procedure and appearance will not affect certified copies from the Uniform Commercial Code Section of our office where the certification is automatically generated by the automated system.

This procedural change to certified copies does not affect documents authenticated with an Apostille or Certification from our office.